

Department Time Administration



Business Process Guide

for

ASU Faculty and Staff

Brought to you by
UTOtraining@asu.edu
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PROCESS OVERVIEW

This guide is for department staff that approves other employee's hourly, vacation, compensatory and sick time. It will also allow you to approve Furlough time, when applicable. You can either be a *department time administrator* or a *manager* in the department (depending on how your business is set up).

In order to use the screens shown in this guide, you must have the PeopleSoft role of:

HCM Dept Time Administrator or HCM Dept Pay Manager.

NOTE: if you have people that report to you, you will already have the role of HCM Dept Pay Manager.

Instructions for seeing what roles you already have are at this URL:

http://help.asu.edu/sims/selfhelp/SelfhelpKbView.seam?parature_id=8373-8193-6084

Instructions for request a new role are at this URL:

http://help.asu.edu/sims/selfhelp/SelfhelpKbView.seam?parature_id=8373-8193-4476

It is important to be aware of the various deadlines that are shown in the *Payroll Calendar*

<https://cfo.asu.edu/hr-calendars>

Access the Time and Labor Screens Through My ASU

1. Open a web browser
2. Go to www.asu.edu.
3. Click on “**My ASU**”
4. Login with your **ASURITE ID** and **Password**.
5. Click on “**Manager**” tab in the My Employment area,
6. Click on “**Time Management**”

There are several choices to view and edit time and leave reporting - additional information is shown if you 'hover' over the verbiage:

- Approve Reported Time
- Input Employee Time
- View Employee Reported Time
- Verify No Errors
- Time Search Options

The screenshot shows the 'My Employment' interface with the 'Time Management' menu expanded. The menu items are: Approve Reported Time, Input Employee Time, View Employee Reported Time, Verify No Errors, and Time Search Options. Three callout boxes provide details for the first three items:

- Approve Reported Time:** See all employees – View individual timesheets, view details
- Input Employee Time:** See which employees have hours that need to be approved. Approve all at once.
- View Employee Reported Time:** See hours put in by all of your employees at one glance

Search for Employees via Time Sheet

You can search for your employees in several ways:

Individual Employee

List Employees by Group ID, Business Unit or Workgroup

The screenshot shows the 'My ASU' interface with a 'Timesheet Summary' section. Under 'Employee Selection Criteria', there are input fields for Group ID, Empl ID, Empl Rcd Nbr, Last Name, First Name, Business Unit, Workgroup, and Position Number. Three callout boxes show search results:

- Search Results 1:** Shows a single result for Group ID 00592, Description 'UTO Planning and Progs Skysong', and Short Description 'U0105001'.
- Search Results 2:** Shows a list of Business Units from A0101 to I0101, including A - President's Office, B - Provost Tempe, C - Public Affairs, D - Business & Finance, E - Research, F - Student Affairs, G - West, H - Board of Regents, and I - Poltechnic.
- Search Results 3:** Shows a list of Workgroups from ACBEN to STU, including Academic Benefit Eligible, Academic Non-Benefit Eligible, Hourly Benefit Eligible, Hourly Non-Benefit Eligible, Salaried Benefit Eligible, Salaried Non-Benefit Eligible, and Students.

Buttons for 'Clear Selection Criteria' and 'Save Selection Criteria' are visible. A 'Show Schedule Information' checkbox is checked at the bottom right.

Show lists of employees

You can use the fields: *Group ID*, *Business Unit* and/or *Workgroup* to show you a list of employees that you have access to as a DTA, based on your security.

For example, you want to view Students in the Downtown Phx area. You would enter:

Workgroup: **Students**

Business Unit: **Downtown Phx**

Note: Workgroups dictate which TRCs are available on the time sheet for each employee.

Group IDs put employees in one or more groups and give the DTAs access to certain groups of employees. Each DTA has access to at least one group id.

Show one employee

You can search for a single employee: *EMPLID* (10 digit number, beginning with 1000 or 1200), *First Name*, *Last Name* and/or *Position number*. **Note:** Capitalize the first letter of the name fields.

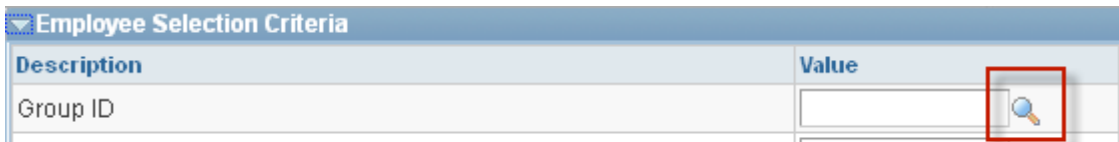
Once you have set your search criteria, click on “**Get Employees**” button.

Search by Group ID:

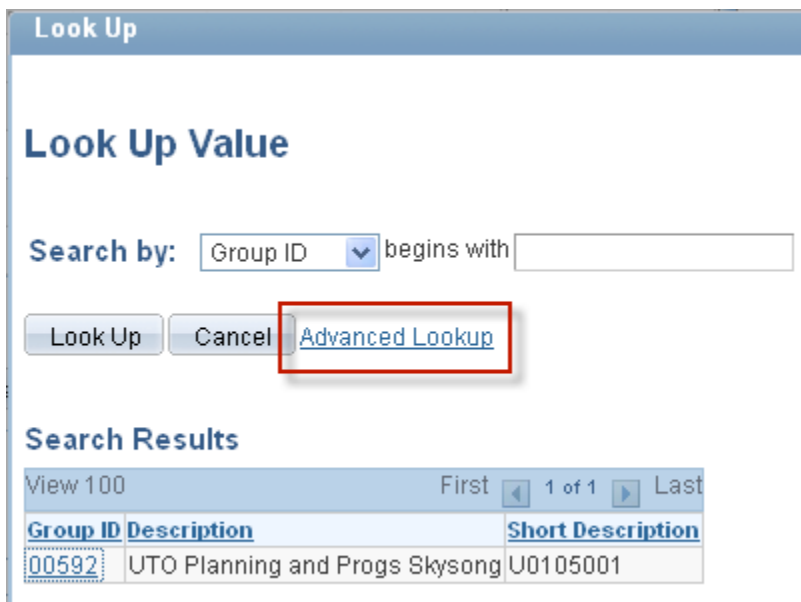
Depending on your circumstance, the employees you approve time for may all report into a group.

To find your group ID – follow these steps:

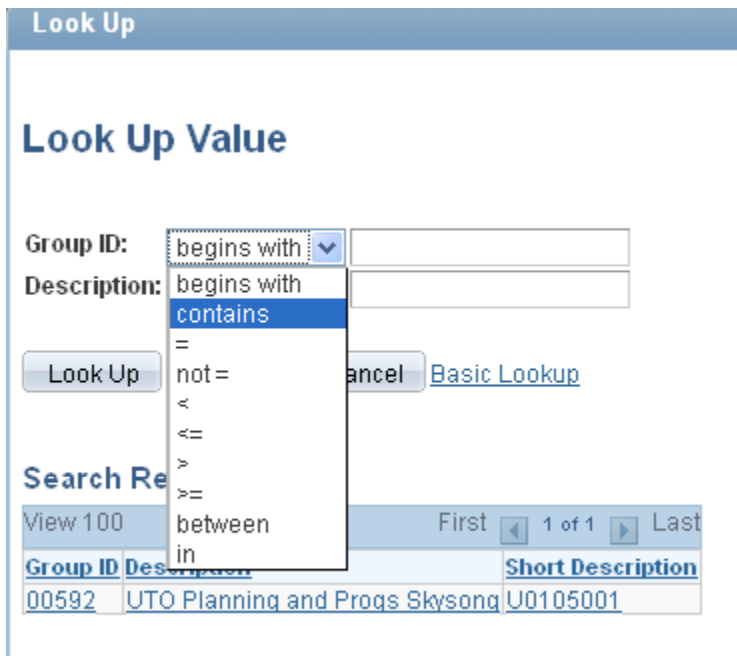
1. Click on the magnifying glass next to the “**Group ID**” field”



2. Click on “**Advanced Lookup**”



3. Change the *Description* from **begins with** to **contains**



The screenshot shows a 'Look Up' window with a 'Look Up Value' section. The 'Description' dropdown menu is open, showing options: 'begins with', 'contains', '=', 'not =', '<', '<=', '>', '>=', 'between', and 'in'. The 'contains' option is highlighted. Below the dropdown is a 'Look Up' button and a 'Basic Lookup' link. At the bottom, there is a 'Search Results' table with one entry.

Group ID	Description	Short Description
00592	UTO Planning and Progs Skysong	U0105001

4. Type in a word that you think may be in your group's description.
5. Click "**Look Up**"
6. Once you find your group number, you can type it into the "**Group ID**" field to quickly list the employees you need to approve time for. (you can also click on it directly)

Approve Employees' Time via Reported Time Screen

My ASU

Approve Reported Time
Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	00592
Empl ID	
Empl Rcd Nbr	
Last Name	
First Name	
Business Unit	
Workgroup	
Position Number	

[Click for Instructions](#) Show Schedule

If the Select box is grayed out, this employee has sponsored funding. To approve/certify the effort, click on t

View By: Date: 11/14/2012 << Previous Week

Employee Selection Criteria For Martha Steinacker, Time Needing Approval From 11/12/2012 - 11/18/2012

Select	Name	Job Description	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	App
<input type="checkbox"/>		Student Worker I	4.00	4.00	0.00		
<input type="checkbox"/>		Instructional Designer	12.00	12.00	0.00		

Select All Deselect All

This is an example of the “**Reported Time**” screen. Notes about this screen follow on the next page.

From here, you can approve hours of one or more employees.

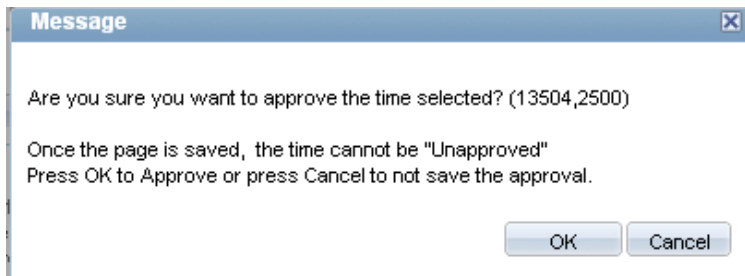
1. Click on the **check boxes** next to the employees whom you want to approve and
2. Click on "**Approve Selected**" or "**Deny Selected**". All entries for that employee will be approved or denied.

Tip a: You can go one level deeper by clicking on an employee's name and then approving or denying individual entries. See below for further directions.

Tip b: If the selection box is grayed out, but there are hours to approve, the employee has effort reporting hours. You must approve them on the detail screen by clicking on the employee's name.

Tip c: If you have navigated to a time period in the past, you will see this message. It warns you that you are dealing with data in the past and that the employee's pay will not be affected by your changes.

3. Once you click on "**approve selected**" or "**deny selected**" you will see two more screens.
4. The first screen allows you to cancel if you made a mistake.



6. Click **OK** to continue.
7. The second screen will show that the changes you made have been confirmed.



8. Click **OK** to confirm.

Approve, Deny, Edit, Add or Delete Time for an Employee

When you click on an employee's name, you can then approve or deny individual entries in their record.

Timesheet
 Amber Hurst Employee ID: 1201912794
 Job Title: Student Worker III Employer Number: 1
 Hourly Rate: 10.00

View By: Week Date: 10/29/2012 Refresh
 Reported Hours: 10.00 Hours Scheduled Hours: 0.00 Hours
 << Previous Week Next Week >>

From Monday 10/29/2012 to Sunday 11/04/2012

Mon 10/29	Tue 10/30	Wed 10/31	Thu 11/1	Fri 11/2	Sat 11/3	Sun 11/4	Total	Time Reporting Code
5.00		5.00					10.00	STH - Student Hourly Regular

Submit/Certify

Reported Time Status - click to hide

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	10/29/2012	Needs Approval	5.00	STH	
<input type="checkbox"/>	10/31/2012	Needs Approval	5.00	STH	

Select All Deselect All Approve Selected Deny Selected

Reported Hours Summary - click to view
 Balances - click to view
[View Paycheck](#)
[Return to Select Employee](#)

The steps involved include:

Tip A:

Use the “**Select All**” and “**Deselect All**” to mass select/unselect entries.

Tip B:

Use the “**View By**” and “**Date**” features to change the time frame. Typically, you will view by time period (2 week intervals).

Tip C:

Use these links to quickly jump to new time periods and/or a different employee. You may make changes up to **120 days into the previous time periods**.

Tip D:

If your security access and business process allows is correct, you may have the ability to add and edit hours to the employee's record.

If the new hours are of a different TRC -Time Reporting Code (for example, vacation instead of regular)

Click the **+** sign at the right end of the last row to add a new row of data.

Put in the number of hours and TRC.

Click on "**Submit/Certify**".

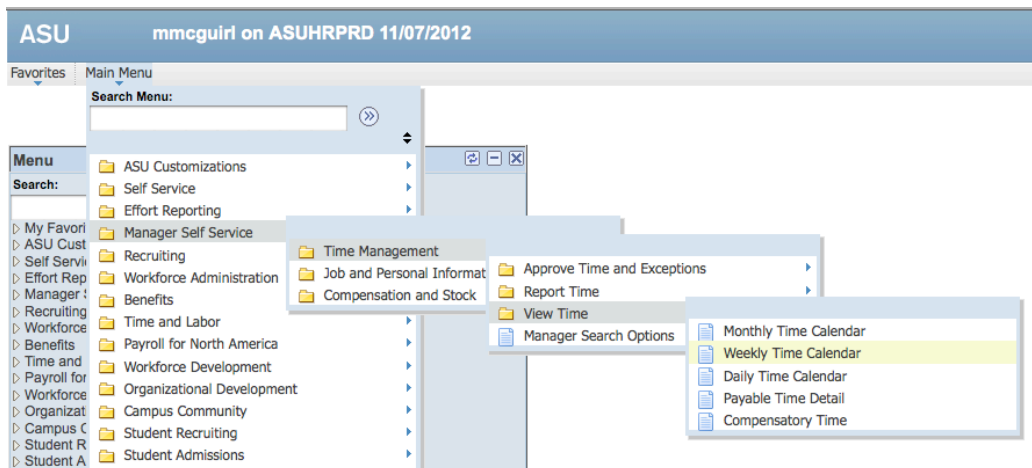
Tip E:

Approve or Deny the hours by clicking these buttons.

Weekly Time Calendar View

Reported Hours

1. Click on the **Weekly Time Calendar** view in the View Time menu.



2. Look up your employee using their ID # or criteria of your choice.
3. Click **Get Employees**
4. Click on the radial button titled **Reported Hours**
5. Click a checkmark into the **Show Symbols** area. This will color code the various types of pay an individual has generated. Eg. REG hours are green.
6. Click on the **View Week** button to bring up Reported Hours.

Weekly Time Calendar

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Clear Selection Criteria
Save Selection Criteria
Get Employees

[Click Icon for Instructions](#)

[Daily Time Calendar](#)

Weekly Time Calendar

[Monthly Time Calendar](#)

View Criteria

Week of:
Previous Week
Next Week

Reported Hours

Available Hours

Show Schedule

Show Holidays

Show Planned Overtime

Show Training Hours

Show Symbols

Show Exceptions

View Week

Weekly Time Calendar						
Employee	Job Title	Monday	Tuesday	Wednesday	Thursday	Friday
		10/29/2012	10/30/2012	10/31/2012	11/01/2012	11/02/2012
Student Worker I	Student Worker I	REG - 03.00	REG - 07.00	-	REG - 07.00	
Student Worker III	Student Worker III	REG - 05.00	-	REG - 05.00	-	
Support Systems Analyst Senior	Support Systems Analyst Senior	-	-	-	-	
Designer Instructional (IT)	Designer Instructional (IT)	-	-	-	-	
Specialist	Specialist	-	-	-	-	
Instructional Designer	Instructional Designer	-	-	-	-	
Manager	Manager	-	-	-	-	

Legend

REG

 Regular Time

Payable Hours

1. Click on the Payable Hours radial button.
2. Click on the View Month button.

Note: The Monthly, Daily, and Payable Time Detail views are useful as well.
 Note: Click on the hours links to view details about them.

The Payable Hours view in the system shows the quantity of hours for which the person will be paid. It reflects all adjustments made by the system. Employees can see this view.

Some additional codes; in the PAYABLE time when reviewing/calculating employees hours;

HOP = holiday pay

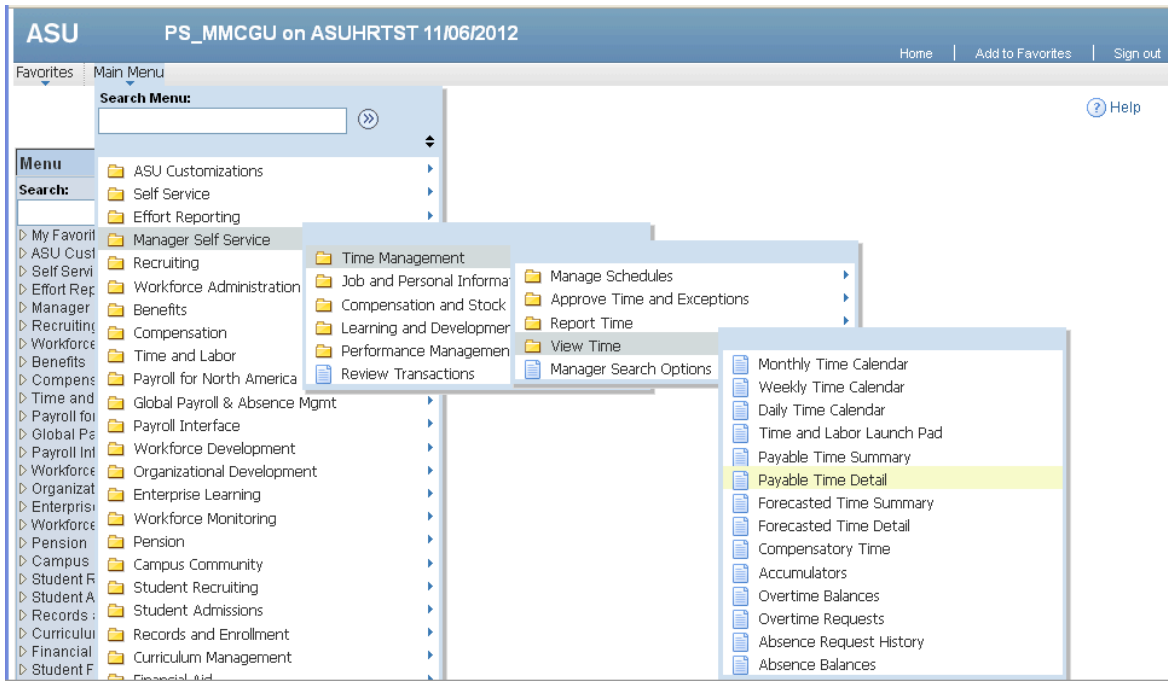
CE5 = the time and ½ (portion) for overtime pay shows up w/ CEP, then this is the time and ½ so for 2.75 (CEP) this would show as 1.375 paid

CEP = comp time paid, this is the hours IE: 2.75 paid at straight

CTE = comp time earned

Payable Time Details







Access Payable Time Details in PeopleSoft:



The Payable Time Detail view lists the status of an employee's pay.

1. Click on the Payable Time Detail link under the View Time menu.
2. After entering your search data, click Get Employees.
3. Click on the employee name you wish to view.

Payable Time Detail
Select Employee

Employee Selection Criteria	
Description	Value
Group ID	00592 
Empl ID	<input type="text"/> 
Empl Rcd Nbr	<input type="text"/> 
Last Name	<input type="text"/> 
First Name	<input type="text"/> 
Business Unit	<input type="text"/> 
Workgroup	<input type="text"/> 
Position Number	<input type="text"/> 

Employees For Martha Steinacker					
Name	Employee ID	Job Code	Job Description	Business Unit	Location
Martha Steinacker	000118888	172140	Support Systems Analyst Senior	U0101	TEMPE

Go To: [Manager Self Service](#)
[Time Management](#)

4. Click on the calendar icon, and choose a date to view.
5. If needed expand the Payable Status Filter and choose criteria.
6. Click the Refresh button.
7. View Payable Time Detail.

Payable Time Detail

Employee ID: 1000100000

Job Title: Support Systems Analyst Senior Employee Record Number: 0

4 Payable Time Detail displayed for up to thirty-one days. There is no payable time for the date selected. 6

Start Date: 10/31/2012 End Date: 11/06/2012 Refresh

5

Payable Status Filter	
Payable Status	Description
<input checked="" type="checkbox"/> AP	Approved
<input checked="" type="checkbox"/> CL	Closed
<input checked="" type="checkbox"/> DL	Diluted
<input checked="" type="checkbox"/> ES	Estimated
<input checked="" type="checkbox"/> IG	Ignore
<input checked="" type="checkbox"/> NA	Needs Approval
<input checked="" type="checkbox"/> NP	No Pay
<input checked="" type="checkbox"/> PD	Distributed
<input checked="" type="checkbox"/> RP	Rejected by Payroll
<input checked="" type="checkbox"/> RV	Reversed Check
<input checked="" type="checkbox"/> SP	Sent to Payroll
<input checked="" type="checkbox"/> TP	Taken by Payroll

Select All Clear All

Payable Time

Overview Time Reporting Elements Task Reporting Elements

Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Ta

[Return to Select Employee](#)

Correcting and Managing Time Exceptions

There are a few departments at ASU who do need to correct and manage time exceptions. This needs to be done on a one-to-one basis working with the Payroll Representative for that department. Contact your Payroll Representative for management of time exceptions.

DTA Policies

DTAs must maintain all records pertaining to time reporting, including approvals for paid time off for 3 fiscal years.

If an employee's hours didn't get reported and the new pay period has started:

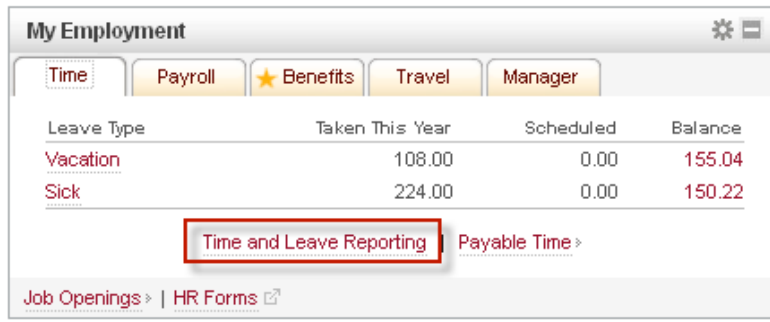
If an employee's hours did not get reported and a new pay period has started, and if the employee's hours are within **120 days in the past**, the hours can be reported then approved by the DTA. If the hours are after **120 days** a Payroll Action Request will need to be submitted to pay the employee the hours worked.

To view a description of DTA responsibilities please go to URL:

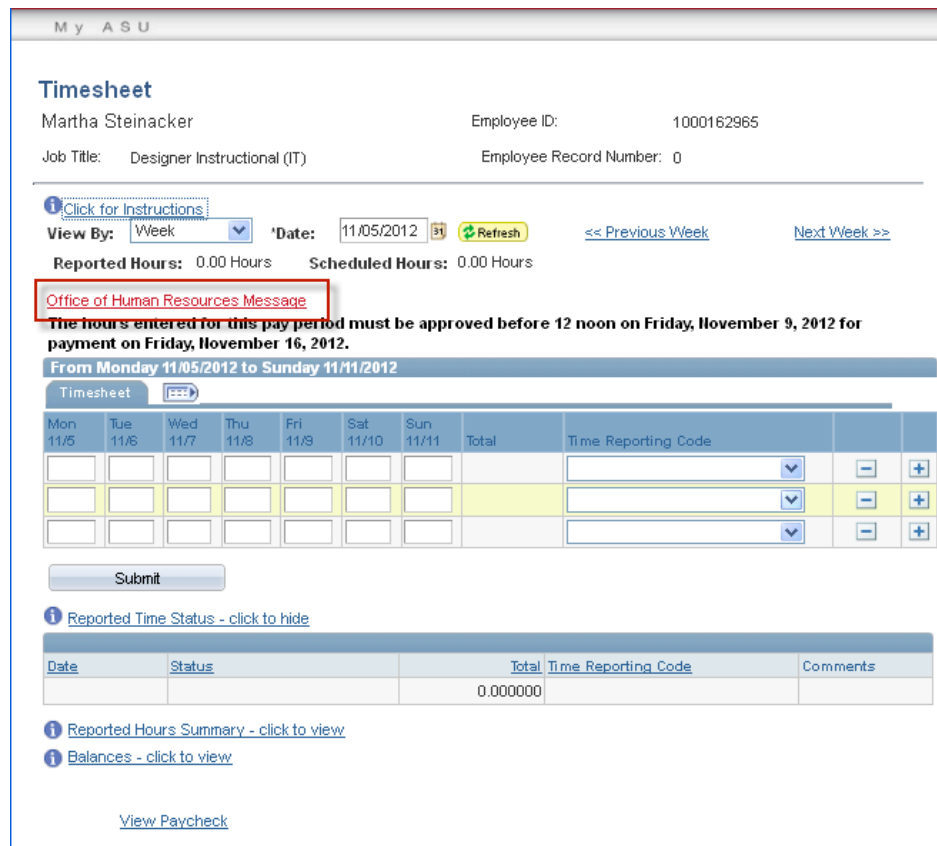
<http://cfo.asu.edu/fs-timereporting>

Employee Self Report Time and Leave

Employees can easily report their time from My ASU. This is found in the upper right corner of the My ASU screen. Employees can click on *Time and Leave Reporting* to report their hours.



When clicking on the Time and Leave Reporting link, they will see the screen below. The Office of Human Resource message informs employees when they will be paid.



Approve Time via PeopleSoft Screens

For personal preference, or if My ASU is unavailable, you can access the time and labor screens directly in PeopleSoft.

Open a web browser and go to <https://hr.oasis.asu.edu> for Human Resource processes.

Or, open a browser and go to <https://cs.oasis.asu.edu> for Student Records processes.

Login to Peoplesoft using your ASURITE ID and password.



Navigate to the time and labor screen by clicking on these menus:

Manager Self Service > Time Management

ASU mmcguirl on ASUCSPRD 11/06/2012

Favorites Main Menu

Search Menu:

ASU Customizations
 Self Service
 Effort Reporting
 Manager Self Service
 Recruiting
 Workforce Administration
 Benefits
 Time and Labor
 Payroll for North America
 Workforce Development
 Organizational Development
 Campus Community

Time Management

Job and Personal Information
 Compensation and Stock

Approve Time and Exceptions
 Report Time
 View Time
 Manager Search Options

Approve Time and Exceptions:
 See all of your employees –
 Approve time 1 employee at a time.

Report Time
 See employees with hours that need to
 be approved. Approve all at once, or
 access individual timesheets.

View Time
 See hours submitted by all of
 your employees at one glance

Appendex

Examples of Time Reporting Codes (TRCs) by Position Type

Hourly TRCs

Time Reporting Code
<input type="text"/>
BEP - Bereavement Leave Hourly
CAB - Call Back
CTH - Comp Time Taken Hourly
CTX - Comp Time Officers
HOP - Holiday Pay Hourly
HOU - Unpaid Holiday
HRY - Reg Hours
JRP - Jury Duty Pay Hourly
MIP - Military Leave Pay Hourly
PTP - Parental Leave Hourly
SCP - Sick Leave Hourly
SNP - Unpaid Sick
STB - Standby Pay
UPH - Unpaid Hours
VAH - Vacation Hourly
VNP - Unpaid Vacation

Salaried

Time Reporting Code
<input type="text"/>
BER - Bereavement Leave
JRY - Jury Duty Pay
MIL - Military Leave Pay
PTL - Parental Leave
SCK - Sick Leave
ULS - Unpaid Bnft Coordination-SAL
UNS - Unpaid Salaried
USS - Unpaid Sick - Salaried
UVS - Unpaid Vacation - Salaried
VAC - Vacation

Academic Professional ACD

Time Reporting Code
<input type="text"/>
BER - Bereavement Leave Exempt
JRY - Jury Duty Pay Exempt
MIL - Military Leave Pay Exempt
PTL - Parental Leave Exempt
SCK - Sick Leave Exempt

A12

Time Reporting Code
<input type="text"/>
BER - Bereavement Leave Exempt
JRY - Jury Duty Pay Exempt
MIL - Military Leave Pay Exempt
PTL - Parental Leave Exempt
SCK - Sick Leave Exempt

Student

Time Reporting Code
<input type="text"/>
G01 - Gammage Use Only
G03 - Gammage Use Only
P01 - Payroll Use Only
P02 - Payroll Use Only
P03 - Payroll Use Only
STH - Student Hourly Regular Wages

Employment Definitions for PeopleSoft Implementation

Regular/Temporary Status:

Regular – a position which is considered to be part of the established staff compliment; will be recurring from year to year.

Short Term Temporary – a position which is established to respond to a temporary increased workload not to exceed 6 months in duration.

Long Term Temporary – a position which is established to respond to a temporary increased workload due to additional short term project or special initiative needs which will extend 6 months or more, but not to exceed 2 years

Seasonal – a position which recurs during high (or peak) work or volume needs typically associated with an established work schedule (can be either full or part time, as defined above); assignment will be of a short duration (not to exceed 5 consecutive months) and occurs during the same time periods from year to year; may be employed as either full or part time during the period in which they are required.

Full/Part Time:

Full Time – designated as working no less than 2,080 hours per fiscal year (40 hours per week, 52 weeks); 1,560 hours per academic year (40 hours per week, 39 weeks); representing a 1.0 FTE. Seasonal staff can be defined as full time during the period in which they are employed; however they are not benefit eligible.

Part Time – less than a 1.0 FTE; if assignment is less than .5 FTE; not benefits eligible; greater than .5 FTE but less than 1.0 FTE is benefits eligible.

PRN – (less than .1 FTE) a position that is established to provide additional staff on an as needed basis due to unexpected staffing shortage to meet workload of area; not benefit eligible; typically paid at a premium rate in recognition of the highly variable nature of the assignment.

